



COUNTY OF SAN BERNARDINO

STANDARD PRACTICE
MENTAL HEALTH

DEPARTMENT

SUBJECT

EMPLOYEE TRAINING CHECKLIST
COMPLETION PROCEDURES

NO

2-4.15

ISSUE

3

BY

Pat Falconer

PAGE

1 OF 3

EFFECTIVE

6/95

APPROVED

James McReynolds, Director

I PURPOSE

The purpose of the Employee Training Checklist (ETC) is to provide a written summary of safety training received by the new employee upon his/her appointment to a County position or when transferring from another County job. It also serves as a record of safety training received by any employee during his/her course of employment. At a minimum this record should be updated annually.

II REPORT DISPOSITION

The original copy, which becomes a permanent part of the departmental training files, is to be completed by the supervisor and employee, then forwarded to DMH Human Resources within five (5) working days of employment, appointment to a new assignment or annual WPE. A copy should also be maintained in the employee's personnel file and a copy given to the employee. (Reference SB County Employee Safety and Health Manual, (SBCES&HM).

III FORM COMPLETION

NAME: Record employee's full name.

EMPLOYEE NUMBER: Assigned by County Human Resources

DATE EMPLOYED: Record the employee's hire date with DMH.

DEPARTMENT ASSIGNED: Record the employee's assigned Department, Program and cost center number.

JOB TITLE: Record the employee's specific job title.

EMPLOYEE PAST WORK EXPERIENCE: List all past work experience and also include any hazardous environments/materials the employee has been exposed to previously.

GUIDELINES TO SPECIFIC SUBJECTS CHECKLIST:

The supervisor is responsible to provide outlined training to all new employees. Training aids, include but are not limited to: audio/visual aids, department manuals, videos and brochures should be used in the process of making employees aware of safe practices.

1. Safety policies, rules and programs:

The supervisor will ensure that the employee reads and acknowledges the policies and safety rules, both general and specific to his/her job assignment within five (5) working days of employment or date of transfer. (DMH SPM 7-2.10)

2. Safety rule enforcement procedures:

As a part of the employee's orientation he/she should receive instruction from his/her supervisor, regarding responsibilities of reporting safety violations and safety rule enforcement policies. A ready supply of necessary forms should be available to all employees in the work area.

3. Use of tools and equipment/other personal protective equipment:

Prior to gaining access to tools and equipment on the job, the supervisor will assure the employee has received adequate training on the proper use of these tools as well as the proper safety precautions (protective gear) which should be worn when using the equipment/tools.

The supervisor must insure the proper protective equipment has been issued to the employee, that the employee understands the proper use of the equipment, and that the equipment is in serviceable condition.

After the initial equipment issue, it becomes the responsibility of the employee to insure the equipment is maintained in serviceable order and is replaced when defective.

4. Handling of materials and special hazards of the job:

Each new employee, during the training/orientation period, will be instructed on the proper handling of materials and hazards unique to his/her job. The supervisor will insure that training is provided for all special/periodic hazardous situations as they occur.

5. Lifting and use of lifting equipment, such as hoists and cranes, and safe operation of vehicles:

The supervisor is to insure that employees attend Risk Management Division's classes (SBCES&HM) such as:

- (1) CARE OF THE BACK mandated for those employees at high risk for injury or those who have suffered a back injury.
- (2) DRIVER'S AWARENESS for all employees operating heavy equipment or motor vehicles during the course of employment. They should possess the appropriate training, experience and licensure to do so.

6. How, when and where to report injuries and unsafe conditions:

A written procedure should be accessible to all employees regarding the correct reporting procedures of injuries and unsafe conditions. (DMH 12-2.13)

7. Personal protective equipment/hazardous materials:

The supervisor and employee will list all equipment, hazardous materials and equipment/tools required to perform the job.

8. List all other training by using the back of the form or continuation sheet if necessary.

9. The employee and supervisor will date the form, acknowledging the training and a follow-up evaluation/evaluator should be listed.

**** Also see DMH SOP's "Investigating Procedure - Accident or Near Miss" and Hazard Reports contained in the San Bernardino County Employee Safety and Health Manual.**

C WPDAVIS\SPM\TRAINING SPM